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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Procedures Established for Surveying Remington Rand Safes

FROM:	EXTENSION	NO.
Chief, Safety Staff, DDA		DD/A Registry 83-3053
		DATE 22 August 1983

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. ADDA 7D-24 Hdqs.		23 AUG 1983		EO/DDA has copy
2.				
3.				DD/A REGISTRY FILE: 12-1
4.				
5.				
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FORM 610 USE PREVIOUS EDITIONS
1-79

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83-3055

MEMORANDUM FOR: CIA Occupational Safety and Health Committee Members

FROM: [redacted] STAT
Chief, Safety Staff, DDA

SUBJECT: Procedures Established for Surveying Remington Rand Safes

83-3055

1. The Safety Staff is currently surveying the Remington Rand safes housed in the Headquarters area to determine which safes contain an asbestos strip in the drawer head. Attached is the process established by the Safety Staff for the survey and replacement of Remington Rand safes. The steps include concurrent activities by component safety officers within each Directorate, the Safety Staff, and the Office of Logistics, with the Safety Staff being the focal point for this project. These steps have been discussed with and agreed to by the Offices of General Counsel, Logistics, and Security. The Office of General Counsel has prepared an appropriate asbestos warning which will accompany any Remington Rand safe being returned to the General Services Administration (GSA).

2. We have surveyed existing safes at [redacted] STAT to determine how many of the safes contained the asbestos strips in the drawer heads and which strips are in the best condition. Remington Rand safes that do not contain the asbestos strip or which have the asbestos strip sealed will be identified and tagged as temporary "replacement safes". We will survey offices which are known to house Remington Rand safes and determine which safes should be replaced. The location of all Remington Rand safes will be based on the Office of Security's locator file which has been indexed on the Safety Staff's computer system.

3. A member of the Safety Staff shall be contacting component safety officers and making arrangements to survey safes assigned to them. We would appreciate you notifying the component safety officers within your Directorate of this program.

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4. If there are any questions, contact the Safety Staff on extension [redacted] STAT

[redacted] STAT

Attachment

Distribution:
✓1 - Chairman, CIA Safety Committee
1 - [redacted] STAT
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ATTACHMENT

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Remington Rand Safes

Inspection/Replacement

1. Determine the location of the Remington Rand safes via Component/Directorate.

2. Survey the Remington Rand safes in the Headquarters building by Directorate (each Component within each Directorate) beginning with Directorate of Administration.

3. Contact each Component Safety Officer and have him/her accompany during survey.

4. Attach a sticker on the top right hand side of each safe drawer after the safe is inspected. Sticker will indicate:

   a. Safe number

   b. Safe location

   c. Contains asbestos yes_____ no_____

   d. Condition of asbestos good____bad____(Replace Safe)

   e. Asbestos sealed - date _____

   f. Surveyors initials _____

   g. Date of inspection _____

5. Each safe that has asbestos will be replaced. Those that are rated as "bad - replace safe" shall be replaced as soon as possible. The component logistics officer shall:

   a. Submit Form 17 to the Office of Logistics requesting that each safe with asbestos be replaced with one at [redacted] that has the asbestos sealed. STAT

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b. Submit Form 88 to the Office of Logistics requesting new safes to replace safes (type, number, location) containing asbestos with justification "contains asbestos and could present a health problem".

c. Submit Forms 17 and 88 simultaneously.

d. Provide a copy of each of the forms (17 & 88) to the Safety Staff.

6. A sufficient number of the safes that have the asbestos sealed shall be retained at [redacted] so that defective safes can be replaced immediately upon receipt of Form 17. STAT

7. The [redacted] shall advise the Safety Staff of the number and location (Component/Bldg./Room) of each safe sent as replacement for a defective safe per para. 6 or PTI'd for disposal. STAT

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